

# Durable Medical Equipment Order Interface Guide

**1** In the Assessment and Plan section, select the relevant diagnosis from the “Diagnosis and Orders” section. Select the item to be ordered and filled by the facility.

**2** Click to select the facility to which you wish to send the order. Ensure the facility you select has the athena olive branch as this will indicate that the facility is set up to receive electronic orders.

**3** Use the “Sign Orders” button to sign-off on all orders in the encounter. Orders signed for an interfaced facility will be transmitted electronically automatically.

## blood glucose abnormal



### Tips

- ✘ Manually marking an order as submitted by paper print-out or fax will interrupt the electronic submission process.
- ⚠ If the document history action note states something other than “This DME will be submitted electronically” as shown below, you may need to check your practice’s TAO settings.
- ? Check out our learning portal for resources like our virtual classroom or training video and be sure to contact athena for any workflow or training related issues.

**4** You can confirm that the order was successfully transmitted over interface by finding the below action note in the “History” section at the bottom of the document.

### History

Date / Time	Action	Action By	Status	Priority	Assigned To	Action Note
12/05/17 01:04pm	Create		REVIEW			
12/05/17 01:05pm	Approve		SUBMIT		LAKEVIEW OFFICE STAFF	Order Signed <a href="#">(pin to top)</a>
12/05/17 01:05pm	Prescription Submission - Reroute to Interface	ATHENA	SUBMIT		INTERFACE	This DME will be submitted electronically via TRANSLATION 8906 <a href="#">(pin to top)</a>